

Curriculum Vitae: STEPHANIE ASARE-KUMI- MPH, BSc.

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SUMMARY

A biology and public health graduate with experience in health administration, scientific research, teaching, and health auditing. I am a self-motivated, an articulate, and a result-oriented individual, who is able to quickly adopt new skills irrespective of the field of work, and believes in working to achieve goals set by the organization/institution of engagement and not individual goals at the risk of the organization/institution.

Career Objective

Seeking a career in the field of epidemiology, disease control, and biostatistics, with a focus on primary healthcare initiatives that address health and gender disparities in critical populations such as marginalized groups and health systems in low- and middle-income countries through policy and program development.

Technical Skills

Research skills: Quantitative and Qualitative research methods

Advanced level: STATA Statistical Software

Intermediate level: SPSS Statistical Software

Health Facility Management- Management of Community-Based Health Planning and Services

Working with at-risk populations

Program Management

Community and stakeholder engagement

Proposal and report writing

Expert: Microsoft Office (Word, Excel, PowerPoint)

Gender-based program management

Interpersonal skills

Great Communication skills

Managerial, organizational and supervisory skills

Excellent oral and writing skills

Analytical and problem-solving skills

Versatility and compliance

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Education

- **University of Ghana: January 2022 to November 2023**
Master of Public Health (MPH)
- **University of Ghana: October 2012 to December 2016**
Bachelor of Science in Animal Biology and Conservation Science
- **Secondary School Certificates (International General Certificate of Secondary Education and Advanced Levels)**
New Nation International School: (January 2005 to June 2012) Accra, Ghana
 - **IGCSE Courses:** Mathematics, English, Additional Mathematics, Chemistry, Physics, Biology, Economics, Geography
 - **A' Level Courses:** Chemistry, Biology and Physics

Continuing Education (Workshops and Professional Development)

- **University of Washington: June 2023 to September 2023**
Course: Project Management in Global Health
- **Ghana Health Service Workshop: June 2022**
Public Financial Management for Core Managers
- **Ministry of Health Internal Audit Workshop: July 2018**
Effective Health System Auditing
- **Blend Your Learning: March 2018 to May 2018**
Certificate of Completion
Course: Introductory Project Management and Effective Communication Skills

Employment History

February 2022 - Present	Senior Administrative Manager (Head of Administration)	Ghana Health Service- Ashaley Botwe Health Centre and Nii Ashaley sub-municipal
October 2019 - January 2022	Administrative Manager	Ghana Health Service- Taifa Polyclinic
September 2017- October 2019	Audit personnel	Ministry of Health, Ghana
March 2018 - April 2018	Programs Associate	STEM Ghana NGO
September 2017 - February 2018	Administrative Assistant	Emike Real Estate Developers
September 2016 - August 2017	Service Personnel	Ministry of Health, Ghana
May 2013 - August 2013	Intern	Inic Systems Ltd.
August 2012 - September 2012	Intern	University of Professional Studies Clinic

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Professional Experience

February 2022 to PRESENT

Ashaley Botwe Health Centre (Ghana Health Service)

Position held: Senior Administrative Manager/ Administrative Head for Nii Ashaley Sub-Municipality.

- Management of the health centre and sub-municipal health facilities as a Core Manager.
 - Supervision of availability of necessary hospital resources for effective day-to-day operations.
 - Supervision of Community-Based Health Planning Services (CHPS Zones) and liaison with landlords of CHPS zones to ensure the continued use of their premises for CHPS activities.
 - Supervision of about 70 permanent staff and 10 casual and service personnel.
 - Partaking in annual budget creation for sub-municipal facilities.
 - Procurement activities: quarterly stock taking, creation of annual and quarterly procurement plans, carrying out procurement-related activities as the designated procurement officer for the facility.
- Leadership and supervision of personnel within the records and administrative units.
 - Supervision of records personnel and administrative personnel and ensuring effective service delivery to clients.
 - Designing client records template and supervising the input of data from client folders onto the template.
 - Supervision of National Health Insurance Scheme (NHIS) Claims entry, vetting and submission by NHIS personnel.
- Handling of employee relations, creating of employee personal files, writing, receiving, and filing of all correspondence, and other Human resource duties.
- Scheduling of calendars, recording and typing of minutes.
- Quality Improvement/Assurance Focal Person for the facility and Sub-Municipal.
 - Monitoring and evaluation of implemented strategies.
 - Carrying out needs assessments periodically together with Quality Management Team to identify and address bottlenecks.
 - Conducting client satisfaction surveys, qualitative research, and quantitative research to identify factors influencing the utilization of healthcare services by residents within the sub-municipality.
 - Statistical analysis of research and surveys
 - Training of team members on effective Quality Management approaches.

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- District Health Management Team (DHMT) member
 - Partaking in quarterly meetings to present and address health facility-related issues.
 - Undergoing periodic training conducted by Municipal Heads as and when necessary to keep Facility Core Managers abreast with new Ghana Health Service directives.

October 2019 to January 2022

Taifa Polyclinic (Ghana Health Service)

Position held: Administrative Manager

- Administrative duties: Scheduled calendars, recorded and typed minutes, and supervised personnel within the records unit.
- Handled of employee relations, payroll and salary validation of staff.
- Inputted and updated staff data on the Human Resource Information Management System (HRIMS) and other Human resource duties.
- Carried out data validation and entry onto the District Health Information Management System (DHIMS II).
- Biostatistician duties assigned: Collated and analysed monthly outpatient morbidities from Outpatient Department (OPD) registers.
- Validated employee salaries and handled promotions, appointments, grade conversions, and upgrading of staff using appropriate Ghana Health Service input forms.
- Conducted periodic surveys to gather information on how to improve healthcare received at the Polyclinic.
- Quality Improvement/Assurance Secretary
 - Organized team members for monthly meetings
 - Typed minutes of meetings
 - Supervised team members in implementing duties assigned subsequent to meetings.

September 2017 to October 2019

Ministry of Health, Ghana (Internal Audit)

Audit personnel (Volunteer)

- Registered payment vouchers for auditing.
- Casted receipts and invoices on payment vouchers.
- Verified items purchased for the Ministry.
- Provided Administrative Assistance to the Director and Deputy Directors.
- Partook in annual routine audits of health training institutions across Ghana.

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March 2018 to April 2018

STEM GHANA NGO

Position held: Programs Associate- Women in STEM Programs (WISP)

- Ensured innovativeness in the implementation of programs and coordination with other development activities carried out by STEM Ghana with other agencies.
- Served as a direct source of contact for WISP scope of operations and work with other Centre staff members, volunteers and partner organizations, both local and international.
- Developed and enhanced ongoing programs and initiations of new interventions, monitored and evaluated programs' progress and communicated program goals and objectives to key team members, beneficiaries and partners.
- Conveyed information and ideas and effectively coordinated program activities to ensure overall project targets achievement.

September 2017 to February 2018

Emike Real Estate Developers Ltd.

Position held: Administrative Assistant (Temporary)

- Handled the payment of employees' salaries.
- Handled presentations to various organizations and carried out negotiations.
- Received payments made by clients to the company and issued receipts for payments made.
- Data Entry

September 2016 to August 2017

National Service- Ministry of Health, Ghana (Internal Audit)

- Registered payment vouchers for auditing.
- Casted receipts and invoices on payment vouchers.
- Verified items purchased for the Ministry.
- Provided Administrative Assistance to the Director and Deputy Directors.

May 2013 to August 2013

Inic Systems Ltd.

Position held: Intern

- Scheduled appointments between potential customers and the sales team using Asana Application.
- Created a database of all hospitals and clinics in the greater Accra region.
- Marketed software for tracking the maintenance of hospital equipment.

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August 2012 to September 2012

University of Professional Studies Clinic

Position held: Intern

- Checked the vitals of patients that visited the clinic
- Carried out malaria tests and glucose level tests on patients
- Assisted in students' medical examinations for freshmen

Other Professional and Volunteer Experience

July 2021 to August 2021

Ghana Health Service Peer Review Assessor

Assessment of various Polyclinics under the Ghana Health Service to ensure continuous quality improvement and provision of quality care to clients.

- Monitored and evaluated a total of 10 Polyclinics within the Greater Accra region
- Assessed the governance areas of the health facilities including administration, records, health information, procurement and supply, and accounting.
- Accessed the facilities based on the Ghana Health Service Peer Review Assessment Checklist.

Voluntary Work Experience

GH Occasions Ltd

October 2017 - Present

Position held: Planning and Finance Team Member (Volunteer)

- Creating a budget for events.
- Planning out how to effectively execute an event program.
- Providing ideas on how to raise funds for events planned by the organization.
- Partaking in the donation of event proceeds to selected orphanages and underprivileged children.

Practical Christian Life Ministry

January 2010 - Present

- Teach children's service at church every Sunday.
- Lead the Children in many educational activities.

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Research Experience

ACADEMIC RESEARCH

Title: *Determinants of Immunization Uptake among Children Born with Orofacial Clefts in Northern Ghana.*

Research Duration: May 2022 – December 2022

Aim of Research: To identify the factors associated with immunization uptake among children born with orofacial clefts in Northern Ghana.

Responsibilities:

- Data collection on the level of immunization uptake, socio-demographic characteristics, child characteristics, caregivers' knowledge and beliefs, health system factors, and stigmatization.
- Analysis of data using the STATA software version 16.

Title: *Investigation of Protozoan Parasite Infection in Ruminants at an Abattoir in Madina.*

Research Duration: January 2016 – May 2016

Aim of Research: To assess the safety of meat consumed from the abattoir by investigating the prevalence of protozoan parasitic infection in ruminants sold to consumers at the abattoir.

Responsibilities:

- Collection of data on the health of ruminants by observation.
- Protozoan parasites present in faecal samples were detected using the simple flotation method.
- Finding a correlation between the types of protozoan parasites found, parasite load and physical appearance of ruminants.

WORK RESEARCH -TAIFA POLYCLINIC

Title: *Investigation of Anemia in pregnant women at a gestational stage of 36 Weeks at the Taifa Polyclinic, Ghana.*

Research Duration: November 2019 – January 2020

Aim of Research: To identify factors associated with the prevalence of anaemia amongst pregnant women at a gestational stage of 36 weeks visiting the Taifa Polyclinic.

Responsibilities:

- Data collection on the RBC count of pregnant women.
- Questionnaire data collection on the types of iron-rich foods these pregnant women take and how consistently they take iron supplements given to them.
- Data collection on why some women fail to consistently take iron supplement provided to them.

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REFEREES

Dr. Isaac Frimpong Aboagye

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Mr. Jacob Ahadzi

Former Deputy Director, Ministry of Health, Ghana- Internal Audit Directorate

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